

CITY OF EAU CLAIRE JOB DESCRIPTION

DEPARTMENT: Public Works

DIVISION: Utility

TITLE: Utility Administrator

REPORTS TO: Director of Public Works

DATE: May, 2006

GENERAL FUNCTION

This professional management position is responsible for the administration and direction of all operations, personnel, activities and equipment assigned to the Utility Division of the Public Works Department.

POSITION SCOPE

The Utility Division is responsible for providing a safe, efficient, economic municipal water and wastewater system in accordance with local, State and Federal regulations. The water section includes water supply wells, treatment, storage, pumping, meters and distribution system. The wastewater section includes wastewater collection, pumping, wastewater treatment, and industrial pretreatment. Utilizing a thorough knowledge of municipal water and wastewater operations, the incumbent directs and coordinates the activities of the Utility Division.

ESSENTIAL FUNCTIONS

Directs and administers the personnel and operations of a combined municipal utility system in accordance with department policies, State and Federal regulations to insure uninterrupted, safe and sanitary operation of the systems for the health, safety and welfare of the public.

Maintains close liaison with public agencies, contractors and consulting firms for grants and aids, capital improvements and operational procedures.

Communicates with the public and news media on questions, complaints and issues concerning the Utilities Division.

Participates in current and long-range planning for design and construction of public utility facilities insuring that such facilities adequately meet the needs of the municipality.

Coordinates submittal of plans and specifications to regulatory agencies for approval.

Administers hiring, firing, discipline, salary increases, promotions and provisions of the labor agreements and is instrumental in handling grievance matters.

Prepares the annual Utility Division budget along with approving and monitoring expenditures to maintain a balanced budget.

Oversees the laboratory and testing required to assure compliance with operating and discharge permits.

Prepares annual reports and presents information to the City Council on an as need basis.

Represents the City on Utility related matters

NON-ESSENTIAL FUNCTIONS

Performs related duties as required.

SUPERVISION/DIRECTION RECEIVED

Director of Public Works

SUPERVISION/DIRECTION EXERCISED

All personnel assigned to Utility Division.